

September 2008 Library Report - *Division Summaries*

1. Materials Services:

Staff continued to catalog new acquisitions (3046 for this month) and ensure that the catalog is accurate, while helping improve accessibility to materials and creating home locations for new formats. Staff had worked closely with Finance to finish the FY08 budget. Staff had been working on various processes within acquisitions. Staff had been liaising with the Library Systems Coordinator ensuring that our systems are working correctly. *By Nigel Boeg, Asst. Dir - Materials Services*

2.a Public Services - Adult

The month of September was full of events! Some of the staff members in Adult Services worked on preparations for the Lone Star Storytelling Festival, including assistance with marketing, preparations for the sponsor evening, and the booking of musical talents. Staff members also prepared and initiated a volunteer appreciation event for all adult volunteers to attend. The event was held at Mattitos and included good food, small gift token bags, and dessert! Programming took place as usual with computer classes heavily attended. An additional program for the month of September was "Discover the Keys to Unlocking Your Past" with Lloyd Bockstruck, the renowned genealogy expert from Dallas whose work at the public library and articles in the Dallas Morning News are well known. Towards the end of September, Adult Services saw a change in scheduling as the department began to assist with staffing the museum on Friday evenings. As the popularity of the Heritage Museum has grown, the city has identified a need for additional hours in the evenings on Friday and Saturday nights. In addition to Circulation Services, which regularly staffs the museum on a daily basis, both Adult Services and Youth Services offered to help staff the museum during the later hours on Fridays, Saturdays, and the days around city holidays when the museum remains open. Furthermore, several Adult Services staff members will begin performing printing demonstrations for FISD field trips to the museum. Training for these demonstrations began this month.

By Rachel Dalton, Supervising Librarian

2.b Public Services - Youth

Our programming team has successfully launched the fall programs. This fall we introduced "Bedtime Storytime" on Wednesday nights, "Family Storytime" every Saturday morning. These two extra storytimes give our citizens more options, especially working parents. The Babies and Books program added one more session, to accommodate the increased attendance. The "WOW! It's Wednesday" after school program was in full swing with eager kindergarteners through second graders enjoying gaming, folktales performed by the Lone Star Student Storytellers, puppet shows and great literature. We also started the "Teen Writer's Club", which focuses on creating great writers, along with programs presented by a variety of writers. Our staff has been working with teen volunteers and training them on the art of puppetry for the tent for the storytelling festival. The staff has been working hard on getting ready for the Lone Star Storytelling Festival with logistics, scheduling, festival store, reception, teller and sponsor care. The Student Tellers, a component of the Lone Star Storytelling Festival, have been telling their stories at a multitude of practice concerts in preparation for the big day. *By Mayra Diaz, Supervising Librarian*

2.c Public Services - Circulation

Circulation continues to staff the Heritage Museum dedicating a minimum of 43 man hours per week, due to extended Friday and Saturday Museum hours. Library operations continue to be very busy. Circulation staff continues to be very hard pressed to get items checked in and returned to the shelves due to the high volume of library usage. Circulation has filled two vacant part-time positions and a full-time position, and promoted one part-time staff member to a vacant full-time position. Interviews were conducted and hiring recommendations submitted for one part-time position. There is one part-time position vacant with interviews pending. The training of new Circulation employees in all phases of the circulation operation is ongoing. On-line library card applications are working very well with a high volume of new cards being issued; patrons seem to like the convenience of the on-line process. Two staff members are on the Branch Library Planning committee and have weekly scheduled planning meetings. Circulation staff has been very busy with our processing of "Hold" items; we are currently averaging between 100-150 items a day, requiring approximately 24 man-hours per week to process.

By Adela Arteaga, Circulation Supervisor

2.d Public Services - Frisco Heritage Museum

The museum has new hours: Closed Monday and Tuesday. Open Wednesday & Thursday 10:00 AM -5:00 PM, Friday & Saturday 10:00 AM – 8:30 PM, Sunday 1:00 PM – 5 PM. More staff was needed to cover the new hours at the museum. There were several tours including the Lakeside Red Hat Ladies, Girl Scouts, and Pioneer Heritage to name a few. Several meetings were also held at the museum. The orange incentive tickets from Summer Reading continued to come in for the month with a total of 24 turned in for a total of 67 customers visiting with these tickets. *By Adela Arteaga, Circulation Supervisor*

3. Library Technologies In September the systems division concentrated on generating a number of new automated processes and reports to identify long overdue items and make efforts to recover them more quickly from users. A by-product of these processes is to provide collection development librarians better information on what items need to be replaced in the collection. *By Gary Werchan, Systems Coordinator*